

DEPARTMENT OF WORKFORCE
DEVELOPMENT
Secretary Roberta Gassman
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784
www.dwd.state.wi.us



**State of Wisconsin
Governor Jim Doyle**

DEPARTMENT OF HEALTH AND
FAMILY SERVICES
Secretary Helene Nelson
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhfs.wisconsin.gov

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

**FROM: Amy Mendel-Clemens
Communications Section
Bureau of Eligibility Management
Division of Health Care Financing**

BEM/DWS OPERATIONS MEMO

No: 05-08

DATE: 02/03/2005

FS	<input type="checkbox"/>	MA	<input checked="" type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	Other	EP	<input type="checkbox"/>	★

PRIORITY: HIGH

SUBJECT: Wisconsin Funeral and Cemetery Aids Program

CROSS REFERENCE: DHCF Administrator's Memo 05-03

EFFECTIVE DATE: February 14, 2005

PURPOSE

The purpose of this memo is to inform counties and tribes of several significant policy and process changes related to the Wisconsin Funeral and Cemetery Aids Program (WFCAP). These changes will take effect February 14, 2005 and are documented in the new Wisconsin Funeral and Cemetery Aids Program manual. The WFCAP manual and other relevant materials can be accessed on-line at <http://dhfs.wisconsin.gov/em/WFCAP/index.htm>

BACKGROUND

Under current statute (s. 49.785 Wis. Stats.), counties and tribal governing bodies are required, for certain public assistance recipients (e.g., W-2 paid placements, certain categories of Medicaid), to pay up to \$1,000 for cemetery expenses and up to \$1,500 for funeral expenses, when the estate of the recipient does not have sufficient funding and there are no other funding sources. Counties and tribes are not required to pay for any cemetery expenses if the total cemetery expense exceeds \$3,500. Likewise, counties and tribes are not required to pay for any funeral expenses, if the total funeral expenses exceed \$3,500.

To improve the administration of the current program, DHFS is implementing several policy and process changes effective February 14, 2005. Specifically, these changes are being made to achieve the following goals:

- Improved uniformity in program administration so that the same policies and procedures are applied statewide. This will allow all families and service providers (i.e., funeral homes, cemeteries and crematoriums) to be treated uniformly regardless of the county or tribal agency they are working with.
- Improved clarity of program requirements and state instructions. These clarifications address the questions most commonly raised by local program administrators about program requirements pertaining to eligibility, allowable services, verification and reimbursement.

POLICY

The new policies and procedures can be found in the Wisconsin Funeral and Cemetery Aids Program manual on the Eligibility Management page at <http://dhfs.wisconsin.gov/em/>.

The WFCAP manual will be maintained and notifications sent to local agencies using the same process we currently use for the Medicaid Eligibility Handbook and the FoodShare Handbook. If you would like to receive notification when updates are made, please go to the policy notification sign up page at <http://dhfs.wisconsin.gov/em/policy-notification/signup.htm>.

LINKS

[WFCAP](#) Web page

WFCAP Administrator's Memo [05-03](#)

[Wisconsin Funeral and Cemetery Aids Program Manual](#)

Wisconsin Funeral and Cemetery Aids Program Reimbursement Request Instructions - [HCF 10141A](#)

Wisconsin Funeral and Cemetery Aids Program Reimbursement Request - [HCF 10141](#)

Wisconsin Funeral and Cemetery Aids Program Reimbursement Request Notice - [HCF 10143](#)

Eligibility Management Page: <http://dhfs.wisconsin.gov/em/>

Policy Notification Sign Up: <http://dhfs.wisconsin.gov/em/policy-notification/signup.htm>

CONTACTS

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC – Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.